

FY 2017 CDBG APPLICATION SUBMITTAL CHECKLIST

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MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FY 2017 CDBG APPLICATION

Project No. _____ (CDBG Program Office Use Only)

APPLICATION SUBMITTAL CHECKLIST

This checklist must be included as part of your agency's FY 2017 CDBG Application packet. Applications are due by noon on August 22, 2016. One original shall be mailed (post marked August 22nd or earlier) to Milwaukee County CDBG, 600 W. Walnut Street, Suite 100, Milwaukee, WI 53212. Also email a complete application to CDBGapplications@milwaukeecountywi.gov putting your organization name in the subject line.

Project Name: _____

Project Type: _____
(Public Service, Economic Development, Capital Improvement or Minor Residential Rehab)

INSTRUCTIONS

Enter an "X" next to each item below as you complete it. If the form or document listed does not apply to your project, enter "N/A" next to the item. This checklist must be included as part of your agency's FY 2017 CDBG Application packet.

APPLICATION

<i>For All Projects:</i>	
<input type="checkbox"/>	Application Submittal Checklist (<i>i.e., this form</i>)
<input type="checkbox"/>	Application for Funding
<input type="checkbox"/>	Appendix A: Narrative of Project
<input type="checkbox"/>	Appendix C-1: List of All Funding Sources for Project
<input type="checkbox"/>	Appendix C-2: Three-Month Cash Rule Test (<i>applicable to non-governmental agencies</i>)
<input type="checkbox"/>	Appendix D: Project Implementation
<input type="checkbox"/>	Appendix E: Results of Prior Year Projects (<i>as applicable to project; see form</i>)
<input type="checkbox"/>	Appendix F: Roster of Board Members and Professions
<input type="checkbox"/>	Appendix G: Certifications Required of All Recipients of 2017 CDBG Funding
<input type="checkbox"/>	Appendix H: Designated Authorized Signatures
<i>For Public Service (PS) Projects or Economic Development (ED) Projects:</i>	
<input type="checkbox"/>	Appendix C-3: Detailed Budget
<i>For Capital Improvement Projects (CIP):</i>	
<input type="checkbox"/>	Appendix B: CIP Projects Additional Information Form
<input type="checkbox"/>	Appendix C-4: Detailed Budget
<i>For Residential Rehabilitation Projects</i>	
<input type="checkbox"/>	Appendix C-5: Detailed Budget for Rehabilitation Repair Projects



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APPLICANT INFORMATION: Required of all applicants that are Non-Governmental Agencies

	Federal Tax Exemption Determination Letter
	Applicant's Procurement Procedures (per 2 CFR Part 215.44)
	Audited FY 2014 Financial Statements (see below regarding alternative)
	FY 2015 Single Audit Report (<i>only required of applicants that <u>spent \$750,000 or more in federal funds during FY 2015</u>; see below regarding alternative</i>)
	Signed Copy of FY 2015 Federal Tax Form 990 (see below regarding alternative)

If audited FY 2015 Financial Statements, Single Audit Report, and Tax Forms 990 and 199 are not available at the time this application is due, identify the last date of your agency's fiscal year during calendar year 2015 here ____ AND submit the FY 2014 documents as noted below.

Note that, if your project is selected for funding, you will be required to submit the FY 2015 documents on or before 11/01/2016. The allocation reserved for your project will be assigned to another project if this deadline is not met. No exceptions will be made.

	Acknowledgement regarding reallocation of awarded funds if, as applicable, FY 2015 Audited Financial Statements, Tax Forms 990 and 199 and FY 2015 Single Audit Report, are not submitted by 10/1/2016.
	Audited FY 2015 Financial Statements
	FY 2015 Single Audit Report (<i>only required of applicants that <u>spent \$500,000 or more in federal funds during FY 2014</u></i>)
	Signed Copy of FY 2015 Federal Tax Form 990

PROJECT-SPECIFIC REQUIREMENTS: For CAPITAL IMPROVEMENT PROJECTS only

	Written documentation of the construction schedule developed for the proposed project.
<i>If property proposed to be improved with CDBG funds is leased or rented by applicant:</i>	
	Certification Regarding Property Owner Authorization to Complete CDBG Activities on Property
	Copy of Lease Agreement. (<i>Note that the lease expiration must be no earlier than 5 years from the project completion date for the project to be eligible.</i>)
<i>If property proposed to be improved with CDBG funds is owned by applicant:</i>	
	Copy of Deed
<i>Given that projects must be completed on/or before December 31, 2018, provide evidence to demonstrate project readiness. As available/applicable, mark the items being submitted below. (If any of these are not available and/or applicable to your project, attach a brief narrative explaining why that is and/or their status, if applicable):</i>	
	Building Permit(s)
	Discretionary Permit(s) (<i>such as Site Development Permit or Conditional Use Permit</i>)
	Governing Board Resolution(s)



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	Copy of Phase I Environmental Site Assessment (<i>title page and executive summary only</i>)
	Copy of Historical Resource Technical Report (<i>title page and executive summary only</i>)
	Copy of Asbestos and Lead-Paint Assessment Report (<i>title page and executive summary only</i>)
	Attached brief narrative explaining why documentation above is not applicable and/or currently available and its status, if applicable
<i>If relocation of tenants will be required to complete project activities:</i>	
	Copy of Agency Relocation Plan approved by the State of Wisconsin
	Copy of General Information Notice Issued to Tenants (<i>Required to be issued to impacted tenants prior to submission of FY 2017 CDBG application.</i>)

CDBG Eligible Activity for Capital Improvement Projects (must select one):

<i>Public Facilities and Improvements:</i>			
	Senior Centers		Health Facilities
	Centers for the Disabled		Facilities for Abused and Neglected Children
	Homeless Facilities		Facilities for AIDS Patients
	Youth Centers		Tree Planting
	Neighborhood Facilities		Asbestos Removal
	Parking Facilities		Other Public Facilities/Improvements
	Child Care Centers		
<i>Public Facilities and Improvements – Municipal/Government Department Applicants Only:</i>			
	Parks, Recreational Facilities		Water/Sewer Improvements
	Street Improvements		Sidewalks

CDBG Eligible Activity for Housing Rehabilitation Project (must select one):

<i>Residential Rehabilitation:</i>	
	Single-Unit Residential
	Multi-Unit Residential
	Energy Efficiency Improvements
	Lead-Based Paint/Lead Hazards Testing/Abatement
	Special Residential Projects



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PROJECT-SPECIFIC REQUIREMENTS: For PUBLIC SERVICES projects only

	Copy of Rental or Lease Agreement (<i>A copy of the lease is only required if CDBG funds are proposed to be used to make a portion of lease payments.</i>)
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CDBG Eligible Activity for Public Services Projects (must select one):

Public Facilities and Improvements:			
	General Public Services		Child Care Services
	Homeless/AIDS Services		Health Services
	Senior Services		Abused and Neglected Children
	Disability Services		Mental Health Services
	Legal Services		Lead Based Paint/Lead Hazards Screening
	Youth Services		Subsistence Payments
	Transportation Services		Homeownership Assistance (not direct)
	Substance Abuse Services		Rental Housing Subsidies
	Battered and Abused Spouses		Security Deposits
	Employment Training		Housing Counseling
	Crime Awareness		Neighborhood Cleanups
	Tenant/Landlord Counseling		Food Banks

PROJECT-SPECIFIC REQUIREMENTS: For ECONOMIC DEVELOPMENT projects only

CDBG Eligible Activity for Economic Development Projects (must select one):

	Economic Development: Microenterprise Assistance
	Economic Development: Other job creation

OPTIONAL DOCUMENTS: Not required from any applicant, but enter an "X" next to the items included in your application submittal

	Exhibits: These refer to no more than two 8.5" X 11" pages of exhibits that you may use to supplement your application materials. You may include photographs, charts, pictures, conceptual drawings, and/or anything else you consider suitable within the 2-page limit (may be in color or black and white).
	You may submit up to 10 letters of support for your project as part of your application submittal. Non-profits are encouraged to get municipal letters of support.

